



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

February 2006

To: District MI-Access Coordinator

Welcome to the Spring 2006 administration of MI-Access, Michigan's Alternate Assessment Program. As you know, the MI-Access assessment window for grade 11 is February 27 through April 14, 2006.

Since its inception, MI-Access has helped students with disabilities participate fully and meaningfully in the Michigan Educational Assessment System (MEAS). It also has helped the state

comply with federal legislation requiring that *all* students are accounted for and assessed at the state level, provide more complete information on student performance for state and federal accountability, and share standardized assessment data for students with disabilities in an organized and common way across the state.

Of course, none of this would be possible without you. Your involvement with and continued support of MI-Access has resulted in a high-quality assessment program that enables Michigan's students with disabilities—many of whom have never before participated in statewide assessment—to demonstrate what they know and are able to do.

For this spring's grade 11 assessment, you will receive two shipments of MI-Access materials. The quantities of assessment materials shipped were based on the teacher and student counts submitted by the district coordinator in the MI-Access Online System. Additionally, this spring we have included overage of approximately 10% in order to help prevent the need for ordering additional materials. If no counts were entered for a specific school or a specific type of MI-Access assessment, then no materials or overage are provided for that school or assessment type.

The following is a description of the materials that will be included in each shipment.

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First Shipment

This shipment will include materials for the MI-Access District Coordinator and school boxes for the individual schools. Both standard version materials and accommodated version materials are included. A district packing slip lists the district materials enclosed as well as a list of the school boxes that were sent in this shipment. There is a packing slip secured to the outside of each school box to use to inventory that school's materials. Please note that if there is a discrepancy between the district and/or school packing slips (for example, if the school packing slip says the school should have received 8 of something but only 6 are included), call the MI-Access Toll-free Hotline immediately at 1-888-382-4246.

The District materials include the following:

A District Coordinator Reference Packet, which contains 1 copy of each Participation, Supported Independence, and Functional Independence Grade 11 assessment booklets being used in your district. If any Functional Independence accommodated versions were requested, a standard version booklet of Grade 11 Form 111 (English Language Arts Form E111 and/or Mathematics Form M111) is included. Form 111 is the only accommodated form—you may also have other form numbers on the assessment booklets to be administered in your district. These booklets may be used for your reference during the Spring 2006 grade 11 administration of MI-Access.

Please note that these secure, barcoded assessment booklets—which are noted in the listing of Spring 2006 Assessment Booklet Security Serial Numbers for your district—must be returned with all other secure assessment materials. (The list of your district's assessment booklet serial numbers is attached to the blue copy of the district packing slip enclosed in box 1 of 1.)

A Return of Materials Packet with a UPS return label, divider sheet, checklist, and paper strips for bundling the materials to be returned.

Spring 2006 MI-Access Security Compliance Forms (1 for the District Coordinator and 1 to be distributed to each School Coordinator in addition to those administering assessments). Please note that extra copies are included for any additional professionals who have access to the assessment booklets, such as accommodation providers, proctors, and paraprofessionals.

Spring 2006 MI-Access Coordinator and Assessment Administrator Manuals (Grade 11). A copy of the packing slip for each school in the district will be provided for the district coordinator. Quantities to distribute to each school can be found in the center box on each school's packing slip. Please note that these manuals have no barcodes and are not secure. Therefore, they should not be returned at the end of the assessment window.

Note: Large and small MI-Access calendars for districts, schools, and individual assessment administrators were included in the *Fall 2005 District Coordinator Reference Packet* (First Shipment). Sufficient quantities were included for those who are participating in the Spring 2006 MI-Access grade 11 administration. Be sure to distribute these to the appropriate personnel as no new calendars will be mailed.

Each school box includes the following:

Spring 2006 Participation, Supported Independence, standard version grade 11 Functional Independence (English Language Arts and Mathematics) booklets. Quantities were based on the counts entered in the MI-Access Online System plus some additional overage.

acetate rulers (if applicable).

Individual packets of accommodated versions for Spring 2006 Functional Independence (English Language Arts and Mathematics), including enlarged print, Braille, audio cassette, and/or audio CD. Quantities were based on the counts for accommodated versions entered in the MI-Access Online System.

Audio Cassette Version Packet:

one (1) Audio Cassette - grade 11 Form E111 and/or Form M111
one (1) companion Standard Print Assessment Booklet - grade 11 Form E111 and/or Form M111
two (2) acetate rulers (Mathematics assessment only)

Braille Version Packet:

one (1) Braille Assessment Booklet - grade 11 Form E111 and/or Form M111
one (1) Assessment Administrator Booklet for Braille - grade 11 Form E111 and/or Form M111
one (1) Braille/Large Print ruler (Mathematics assessment only)

Audio CD Version Packet:

one (1) Audio CD - grade 11 Form E111 and/or Form M111
one (1) companion Standard Print Assessment Booklet - grade 11 Form E111 and/or Form M111
two (2) acetate rulers (Mathematics assessment only)

Enlarged Print Version Packet:

one (1) Enlarged Print Assessment booklet - grade 11 Form E111 and/or Form M111
one (1) companion Standard Print Assessment Booklet - grade 11 Form E111 and/or Form M111
one (1) Braille/Large Print ruler (Mathematics assessment only)

IMPORTANT: The quantities of assessment materials included in this shipment are based on the counts you submitted in the MI-Access Online System. Approximately 10% overage has been provided to reduce the need to order additional materials. If you did not submit counts for a particular assessment or if your student count has increased, you may not have all necessary materials. If additional materials are needed (for example, there are new students who need to be assessed but were not included in the district's estimates), the additional student counts, and teacher counts if applicable, must be entered in the MI-Access Online System.

Second Shipment

The second shipment of MI-Access materials will be shipped in mid-February and will contain all of the scannable documents, *Teacher Return Envelopes*, and Pre-ID barcode labels (if appropriate). The quantities are based on the total teacher and student counts (for both standard print versions and accommodated versions) entered for each school in the MI-Access Online System. The materials in this shipment will be organized by school and include *School Distribution and Inventory Sheets* explaining what materials should be distributed and in what quantities. Scannable documents include the *District, School, and Teacher Identification Sheets* and student scan documents for each type of MI-Access assessment. Additional blank student scan documents will be included whenever the total student count entered in the MI-Access Online System exceeds the number of students pre-identified by the district.

Pre-ID student information will be preprinted on an appropriate scan document only if (1) the district used the OEAA Secure System between January 9 and January 27, 2006 and (2) indicated the type of MI-Access assessment for that student. If the district did not indicate the type of MI-Access assessment for a student, the district will receive Pre-ID barcode labels to affix to the blank answer documents that were supplied.

Districts that did not pre-identify students in the OEAA Secure System between January 9 and January 27, 2006 will need to locally print Pre-ID barcode labels from the OEAA Secure System in the MI-Access Test Cycle.

Additional Information

If you have questions related to the contents of this shipment, call the MI-Access Toll-free Hotline at 1-888-382-4246 or send an e-mail message to **mi-access@tasa.com**. If you have any questions related to how to administer the Spring 2006 MI-Access assessments, please refer to the *Spring 2006 MI-Access Coordinator and Assessment Administrator Manual Grade 11* and/or call the MI-Access Hotline at the number above.

Thank you for your assistance with the administration of the Spring 2006 MI-Access assessments and for the important role you continue to play in making sure that every student in Michigan counts.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Roeber', with a stylized, cursive script.

Edward Roeber
Senior Executive Director
Office of Educational Assessment and Accountability

cc: Peggy Dutcher